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Planning & Urban Development Department

Jeff Levine, AICP, Director

Planning Division

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October 15, 2012

119 Development, LLC
c/o Developers Collaborative
17 Chestnut Street
Portland, ME 04101

Deluca-Hoffman Associates, Inc.
Attention: Stephen R. Bushey, PE
778 Main Street
South Portland, ME 04106

RE: Staff Review Comments for Level III Preliminary Site Plan – Planning Board Review

Project Name:	Hotel Conversion- Former Gannett Building	Project ID:	2012-602
Address:	119 Exchange Street	CBL:	032C001
Applicant:	119 Development, LLC		
Planner:	Shukria Wiar		

Dear Mr. Bushey:

Thank you for submitting a Level III application for a hotel conversion at the former Guy Gannett Building at 119 Exchange Street. This proposal is being reviewed as a preliminary major development plan requiring Planning Board review and subject to the following applicable Land Use Code provisions:

- Site Plan Ordinance, Article V
- Neighborhood Meeting Regulations, Section 14-32
- Historic Preservation Review for the Congress Street Historic District

The following is the staff review comments on the preliminary plan for Planning Board review.

1. Zoning Administration (Marge Schmuckal)

This project is to change the use of the previous Press Herald/Guy Gannett building. The proposed use is a 110 room hotel with amenities along with an 80 seat restaurant. A new elevator tower is proposed on the rear roof. The entire property is located within the B-3 Downtown Business Zone. Both the hotel and restaurant are allowable uses in the B-3 zone. There is also a Historic overlay zone and a Pedestrian Activities Encouragement District and a Downtown Entertainment Overlay Zone on this property. The DEOZ refers more to the dispersal of entertainment licenses through the City Clerk's office.

Per the submitted elevations, the current building is approximately 77' high for the portion of the building that is highest. The downtown height overlay map allows a maximum structure height of 125' with a 90' maximum street wall height. The current building will be meeting the current height regulations.

The B-3 zone does not require any parking to be shown for changes of use. The Historic District overlay also does not require any more parking other than what may be currently on site. However, it is understood that the hotel use will want to provide parking for their guests to be competitive.

All other B-3 zone requirements are being met.

Separate permits are required for any new signs. HVAC systems will need separate permits and will need to meet the maximum noise regulations within the B-3 zone. The applicants will be required to detail the emitting dBAs for the units being installed at the time of permitting.

2. Transportation Standards

- a. The applicant is requesting a waiver for providing bicycle parking. In my professional opinion this project does not warrant a waiver from City standards.
- b. The applicant needs to provide justification for the “bump-out” on Exchange Street. Minimizing the loss of on-street parking is important. I also do not believe the bump-out is necessary as a traffic calming strategy given existing traffic characteristics.
- c. The proposed project will be providing 50 parking spaces at 385 Congress Street. Based upon similar type projects in the City, the proposed parking supply is not expected to meet the parking needs of a hotel with 110 rooms and an 80 seat restaurant.
- d. The applicant should provide information on truck deliveries including types of vehicles, times of unloading activity, and how they will be accommodated on the street system.
- e. The applicant has made a request to convert the head-in angle parking spaces to back-in angle parking spaces. I support this change and will need to think about implementation and driver education actions.
- f. The project will be upgrading sidewalks surrounding the building. Coordination with DPS on appropriate sidewalk ramp design and ADA compliance will need to take place.
- g. Parking regulation changes on abutting streets may need City Council action. If necessary, the applicant shall be responsible for providing all necessary materials for seeking a parking schedule change within the City Ordinance.

3. Environmental Quality Standards

A. Landscaping and Landscape Preservation

The City Arborist review is pending; comments will be forwarded at a later date.

B. Water Quality, Storm Water Management and Erosion Control

1. The application is preliminary. As such, additional documents will need to be submitted for the final application, including site details, letters from utilities confirming capacity to serve the proposed development, a Construction Management Plan, and Erosion and Sediment Control requirements (as described below). Woodard & Curran will perform a review of the Final Application upon receipt of those documents.
2. Per Section 13 of the City's Technical Manual, the Applicant is required to submit a Boundary Survey that has been stamped by a Maine Licensed Professional Surveyor; the Boundary Survey submitted by the applicant has not been stamped.
3. In accordance with Section 5 of the City of Portland Technical Manual, a Level III development project is required to submit a stormwater management plan pursuant to the regulations of Maine DEP Chapter 500 Stormwater Management Rules, including conformance with the Basic, General, and Flooding Standards.:
 - a. Basic Standards: Plan callouts, notes and details should be provided to address erosion and sediment control requirements, inspection and maintenance requirements, and good housekeeping practices in accordance with Appendix A, B, & C of MaineDEP Chapter 500.
 - b. General Standards: It appears that the project will not result in any new impervious areas. As such, the project is not required to include any specific stormwater management features for stormwater quality control.
 - c. Flooding Standards: It appears that the project will not result in any new impervious areas. As such, the project is not required to include any specific stormwater management features to control the rate or quantity of stormwater runoff from the site.

4. Public Infrastructure and Community Safety Standards

a. Public Safety and Fire Prevention

The Fire Department's review is pending. Comments will be forwarded to you a later date.

b. Availability and Adequate Capacity of Public Utilities

Please submit utility capacity letters.

5. Site Design Standards

a. Snow and Ice Loading

Please explain how this will be handled in detail and show on site plan.

b. Historic Resources

The project site is located in the congress Street Historic District and will have to be reviewed by the Historic Preservation Division.

c. Exterior Lighting

Please submit photometric plan and catalogue cuts for all proposed lighting fixtures. The lighting fixtures will need to be reviewed by the Historic Preservation.

d. Noise and Vibration

Please submit noise levels for all the HVAC and mechanical equipment.

e. Signage and Wayfinding

Please submit a signage and wayfinding plan for review.

f. Zoning Related Design Standards

The site is located in the Downtown Business B-3 Zone and the design guidelines for this zone will be applied. Since this is an existing building, some of the standards may not apply. The design review is pending and comments will be forwarded.

6. Department of Public Services

- a. Survey plan needs surveyor's stamp.
- b. Elevations are required to be based on NGVD 1929 Datum. Please state which datum was used.
- c. Question need for easements or licenses for canopies and underground vaults. What about license dated Dec 11, 1922? Please submit a copy of the license.
- d. The applicant is proposing an 80 seat restaurant. An external grease trap will be required. Please use Figure II-19 of Portland's Technical Standards for sizing and design requirements. The city would be receptive to reviewing a license agreement to allow the grease trap within the road right of way. The Exchange St. right of way seems to be a possible logical location.
- e. Show location of bike racks. Are the two proposed bike racks enough? Applicant is requesting a waiver of the bike standards due to use. Also requesting a waiver of scooter and motorcycle parking. Staff discussion is needed and comments will be forwarded.
- f. Is a License for fire escape on Federal St needed? It is proposed to keep the fire escape landings and to remove the stairs between landings. The bottom flight will be removed.
- g. The applicant states that all stormwater runoff is proposed to discharge to the Fore River. If so, please show how and redirect all roof water runoff to that system.
- h. The sidewalk ramps at all four corners on this block are being reviewed by the City's Bike/Pedestrian Coordinator for possible revisions. These comments will be forwarded.

7. Planning Comments

- a. Right, Title and Interest will need to be submitted for the properties.
- b. Please submit a financial capacity letter for review. This letter would need to be from a financial institution.
- c. Draft language for the easement or license for the bump out on Exchange Street
- d. If on-street parking spaces are to be eliminated, this will need to go before the City Council.

The Planning Authority may request additional information during the continued review of the proposal according to applicable laws, ordinances and regulations.

Please submit one (1) complete paper set of revised final plans and upload the digital plans and documents to address staff comments. Upon receipt of the revised material, the City of Portland will review the additional plans and information for conformance with applicable ordinances. Please be aware that an application expires within 120 days of the date upon which this written request for additional information was made. Please be aware that an application expires within 120 days of the date upon which this written request for additional information was made.

If you have any questions, feel free to contact me at 756-8083 or by email at shukriaw@portlandmaine.gov .

Sincerely,

Shukria Wiar
Planner

Electronic Distribution:

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